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# Academic Policy Advisory Committee meeting minutes, February 16, 1999

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Members present: Reed, chair; Brown, Conteh, Dalhouse, Dobitz, Dunkirk, Enz Finken, Grineski, Jeppson, Klenk, Klindworth, Lane, Mowry, Ruth, Sanderson, Schmidt, Scholl, Shimabukuro, Smedman,

## 1. Nursing Department

Nursing faculty were present to field questions.

Major Changes:

Dropping Courses:

Shimabukuro moved and Sanderson seconded to approve dropping:

NURS 310: Interaction & Change (2 cr.)

NURS 310L: Interaction & Change Seminar (1 cr.)

Motion carried unanimously.

Dunkirk moved and Conteh seconded to approve dropping these courses:

NURS 321: Family as Client (2 cr.)

NURS 322: Community as Client (2 cr.)

Motion carried unanimously.

Ruth moved and Schmidt seconded to approve dropping:

NURS 345L: Health Promotion in the Community (2 cr.)

Motion carried unanimously.

Shimabukuro moved and Sanderson seconded to approve dropping:

NURS 470: Issues & Trends in Professional Nursing (2 cr.)

Motion carried unanimously.

New Course:

Sanderson moved and Schmidt seconded to approve this course:

NURS 305: The Contemporary Professional Nurse (3 cr.)

This course replaces NURS 310 & 310L.

Motion carried unanimously.

Change in credits, catalogue description and prerequisites for the following courses:

Smedman moved and Mowry seconded to approve the changes to:

NURS 346: Community Based Nursing 1 credit to, 3 credits

Motion carried unanimously.

Shimabukuro moved and Smedman seconded to approve the changes to:

NURS 475L: Nursing Preceptorship 5 credits to, 6 credits

Vellenga requested that the "L" be dropped from the course number. The course number will be: NURS 475.

Motion carried unanimously.

Vellenga stated that these changes will increase the major to 41 credits effective Fall Semester, 1999 and that students would not be adversely affected by these changes. Conteh suggested that advisors be aware of this transition period so students are well advised.

The order of agenda items was changed because Donna Rosh had a 6:00 p.m. class to attend.

## 2. Sociology/Anthropology Department

Minor Change:

Change Liberal Studies Designation of Anthropology 110: Culture and Symbols from C to F.

(The Liberal Studies Committee approved this request at their 2/1/99 meeting.)

The committee had no objection to this change.

### 3. F/F1 Task Force Recommendation

Donna Rosh was present to field questions regarding the F/F1 Task Force report. Task Force members are: Dieter Berninger, John Cooper, Virginia Klenk, Donna Rosh and Jim Svobodny. This Task Force reviewed information based on enrollments over the past four semesters in F and F1 courses and found there are currently enough slots to meet student needs in F and F1 except for one specific course, MCS 233: Education & Multicultural America. This course is required by all education majors. A summary of the F/F1 Task Force recommendations are:

- ◆ To reevaluate some existing courses for redesignation as F or F1 courses. Specifically, lower division courses should be examined.
- ◆ Examine staffing needs in departments that offer F and F1 courses to determine if additional staffing is required,
- ◆ Recommend offering four sections of fifty (200 students) of MCS 233: Education & Multicultural America. The concerns regarding the need to offer more sections of MCS 233 should be evaluated separately, primarily by the Education faculty who are familiar with state requirements.

The F/F1 Task Force's report also supports maintaining the current F and F1 designations in the Liberal Studies Curriculum.

Sanderson moved and Ruth seconded to approve the F/F1 Task Force's report.

The committee discussed the origin of the F/F1 Liberal Studies designation under Dille's presidency. Scholl asked if sabbatical leaves affect the ability to offer some liberal studies courses. Klenk explained that adjunct or fixed-term faculty are generally hired in those situations to fulfill the need for liberal studies sections. Discussion included the Minnesota Transfer Curriculum requirements. Tandberg stated that the Minnesota Transfer Curriculum assists students when transferring their courses to public colleges or universities. Enz Finken asked if problems will be caused in other Liberal Studies designations if departments begin redesignating their liberal studies courses. Conteh asked if there were enough global studies courses offered. (Courses designated F are Global Studies. Courses designated F1 are Multicultural Studies.) Tandberg stated that students can take both F1 courses to fulfill their Division F requirements.

Smedman stated that MCS 233 will be needed because of new licensure requirements for sophomores entering Fall Semester 1999. Education faculty are reviewing these licensure changes and how they will impact numerous departments and programs. Enz Finken stated that changes required by the Board of Teaching raise havoc in departments/programs and this needs to be addressed. Grineski responded that required changes would be discussed with other departments. He stated these requirements are also difficult for the Education department. Conteh stated that he is concerned that there is an imbalance between the number of seats available in F & F1 courses. He said ways of correcting this situation should be examined and not resolved by only promoting more F1 courses.

Motion to approve the F/F1 Task Force's report carried unanimously.

### 4. Psychology Department

Minor Changes:

Change course level of the following courses:

PSY 220: Psychology of Women to, 310

PSY 217: Alcoholism and Drug Abuse to, 317

Smedman asked if the Liberal Studies Committee should approve this course level change. Brad Bremer was present and answered that VP Midgarden told him that this change did not need to go through Liberal Studies for approval. Dunkirk asked for specific documentation listing the rationale for this course to be taught at the 300-level. Committee discussed if the changes proposed by Psychology met the Course Level Policy guidelines approved by APAC last year. Dalhouse stated that the course content of both courses is at the 300-level but

were not changed when converted to semesters. Catalog searches comparing these courses to institutions in and out of our system are at the 300- to 400-level. Jeppson stated that departments are reviewing which of their courses could be increased in level because of the MnSCU upper-level requirement and the proposed funding formula. Enz Finken suggested that the course level form be revised to include a section asking the department to explain how their proposed course level changes properly meet the course level policy criteria. Smedman stated that the Liberal Studies curriculum could be affected if departments increase course levels, thus reducing the number of Liberal Studies courses at the 100- or 200-levels.

Smedman moved to require all 100 or 200-Level Liberal Studies courses changing to the 300-level, be approved by the Liberal Studies Committee prior to APAC action. Ruth seconded.

Grineski stated departments are changing course levels to better assist with MnSCU regulations and there needs to be a balance of curriculum changes and MnSCU regulations. Ron Williams, Liberal Studies Chairperson, stated that PSY 220 had no content changes so the Liberal Studies Committee would have no concerns with this change. Smedman withdrew her motion.

Bremer stated that the Psychology department was directed by the Dean to review their courses for appropriate course level changes. He stated that the department would not be affected if these changes were not approved.

The committee discussed if course level changes should remain as minor changes at APAC, if these changes should be driven by regulations mandated by MnSCU, and if the course-level change form should be revised to require the department to indicate how the course level guidelines are met.

Scholl moved to add the discussion of the course level criteria and revising the course level change form to the next APAC agenda. Motion was not approved for lack of a second.

Sanderson moved to approve both course level changes for PSY 310 & PSY 317. Enz Finken seconded.

Motion carried unanimously.

Shimabukuro suggested that an e-mail or memo be sent to Department Chairpersons directing them to document the rationale which matches the course level policy criteria on all course level proposals.

## 5. Technology Department

### Minor Changes:

There were no objections to the following changes:

Change in course title, description and prerequisites of TECH 428: Construction Management & Contracts (3 cr.)

Change in course title and description of TECH 493: Industrial Safety/Accident Prevention (3 cr.)

### Major Changes:

Conteh moved. Dunkirk seconded to approve:

Change in credits, catalogue description and prerequisites for:

TECH 216: 3D CAD 2 credits to, 3 credits

Motion carried unanimously.

Smedman moved. Schmidt seconded to approve:

Change in credits and catalogue description for:

TECH 346: Industrial Distribution Operations 2 credits to, 3 credits

Motion carried unanimously.

The order of the agenda was changed because one of the Political Science faculty had an evening class.

**6. Political Science Department**

a. Minor Changes:

There was no objection to the following changes:

Change course title and course description of POL 324: American Political Parties (3 cr.) to, Political Parties and Interest Groups

Change the course level of POL 240: Public Administration (3 cr.) to, 340

Drop POL 110: Introduction to Political Science (3 cr.)

b. Major Changes:

New Courses:

Schmidt moved. Dalhouse seconded to approve.

POL 105: Making Sense of Politics (3 cr.)

(The Liberal Studies Committee approved this course for Designation C at their 2/1/99 meeting.)

Mowry suggested changing the course title to "Making Sense of American Politics." Phil Baumann, Political Science Chair, stated that the main focus of this course will be American politics however he requested the title remain as is because the course will include materials as to why Americans should understand International politics and current events involving other countries.

Motion to approve the course as submitted carried unanimously.

Sanderson moved. Conteh seconded to approve:

POL 210: Introduction to Political Science (3 cr.)

Motion carried unanimously.

Lane moved. Conteh seconded to approve:

POL 322: Executive and Legislative Process (3 cr.)

Motion carried unanimously.

Shimabukuro moved. Dalhouse seconded to approve:

POL 332: Constitutional Law I - Institutional Powers and Constraints (3 cr.)

Motion carried unanimously.

Schmidt moved. Klindworth seconded to approve:

POL 333: Constitutional Law II - Civil Rights and Liberties (3 cr.)

Motion carried unanimously.

Conteh moved. Dalhouse seconded to approve:

POL 361: International Political Economy (3 cr.)

Motion carried unanimously.

Smedman moved. Schmidt seconded to approve:

POL 365: International Protection of Human Rights (3 cr.)

Conteh suggested this course be cross-listed with Women's Studies. Scholl suggested this course be offered for Liberal Studies credit. Baumann stated that APAC has discouraged 300-level Liberal Studies courses in the past, however, he will discuss that possibility with the Political Science faculty.

Motion carried unanimously.

Enz Finken moved. Dalhouse seconded to approve:

POL 366: International Conflict Resolution (3 cr.)

Motion carried unanimously.

c. Changes in the Political Science Major and Minor

Sanderson moved. Klindworth seconded to approve the changes made in the Political Science Major and Minor:

(The major requirements increase from 21 to 24 cr., electives reduce from 18 to 15 cr., no change to related requirements (24 cr.) and the restricted electives (7 cr.) changes from:

Math 134 & Phil 240 to, Math 234 and Phil 340

Math 136 & Math 138 to, Math 236 & Math 238.)

(The changes made to the Minor are: Requirements (6 cr.) will change from

Pol 110 & Pol 120 to, POL 120 & POL 210).

Motion carried unanimously.

7. Language Department

New Courses:

Smedman moved. Shimabukuro seconded to approve:

JAPN 301: Advanced Japanese Grammar (4 cr.)

John Hall, Language Chairperson, and Jenny Lin, Language Faculty member, were present to field questions. Hall stated that these courses are similar to the courses offered in the Spanish program. They will be offered as combination 200/300 level courses, otherwise known as "stacking" courses. Lin stated that offering these as combination courses will alleviate the need to offer them as an Independent Study. Dean Klenk stated that exchange programs are being proposed with other International Universities and students who complete these courses would earn credits toward that exchange. Enz Finken cautioned the department that stacking courses can become a heavy teaching load for faculty. Shimabukuro questioned why these courses were not included in the East Asian Studies proposal when that proposal was brought to APAC. Dean Klenk answered that these courses would be added to the East Asian Studies proposal due to the concern of not including enough upper-level Language courses to that major. Mowry asked if Teacher Assistants (TAs) would be hired to teach as adjunct or fixed-term faculty members. Hall answered that Takanori Mita has made arrangements with a Japanese University for their students to assist in teaching these courses at no cost to MSU. Ruth stated that arrangement would cause a problem with the Faculty Association. Ruth added that most faculty rely on students to help teach courses but if it is part of how the Language courses would be taught, those arrangements should be included in the course proposals. He stated that having students from Japan, who are not affiliated with MSU, teaching courses at our University at no cost to us, may cause problems in the future. Lin stated that these courses can be taught without TAs however it would make the class more interesting and emphasize group work. Shimabukuro asked how large enrollments would be for these courses. Registrar Tandberg stated that there were 8 students in CHIN 201 this fall. Shimabukuro stated her concern of approving a 300-level course with low enrollments. Hall stated that these courses were developed before any exchange program arrangements were made so the course proposals stand without TAs involved.

Scholl motioned to table these courses until clarification is made whether these courses would be taught with Teaching Assistants and if so, the Language Department needs to consult with the IFO.

Motion to table was approved with one abstention.

The committee decided the reason for tabling these courses was due to these issues: stacking, staffing and low enrollments in 300-level courses. Enz Finken stated her concern of offering these as combination courses. Hall stated that if the IFO will not allow the Language department to have students assist with these courses, they will not be taught in that way. Hall said stacking these courses will be easier than offering Independent Study courses.

Smedman moved to remove the course from the table for approval. Lane seconded.  
Motion to untable was approved with 1 opposed and 3 abstentions.

Motion to approve JAPN 301 carried with 4 abstentions.

Enz Finken moved. Smedman seconded to approve:  
JAPN 302: Japanese Conversation and Composition (4 cr.)  
Motion carried with 2 abstentions.

Smedman moved. Klindworth seconded to approve:  
CHIN 301: Advanced Chinese Grammar (4 cr.)  
Motion carried with 2 abstentions.

Dunkirk moved. Smedman seconded to approve:  
CHIN 302: Chinese Conversation and Composition (4 cr.)  
Motion carried with 2 abstentions

#### 8. Criminal Justice Department

Major Changes:

a. New Course:

Schmidt moved. Ruth seconded to approve:  
CJ 300: Criminology (3 cr.)  
Motion carried unanimously.

b. Curriculum changes to the Criminal Justice Major

Lane moved. Dunkirk seconded to approve the curriculum changes made to the Criminal Justice Major.  
Motion carried unanimously.

#### 9. SLHS Department

Major Change:

New Minor in Speech-Language-Hearing Sciences

The SLHS department requested action on this Minor be discussed at the 3/2/99 APAC meeting.

## 10. Biology Department

### a. Minor Changes:

Change course level of the following courses:

BIOL 114: General Zoology to, 301

BIOL 124: General Botany to, 305

BIOL 410: Parasitology to, 330

BIOL 424: Plant Physiology to, 347

BIOL 443: Histological Techniques to, 380

BIOL 449: Molecular Biology to, 385

Dunkirk stated that statements from the Chemistry and Physics departments indicate they are against renumbering the lower-level courses to a 300-level. She stated that General Chemistry II and Physics II are similar courses which students take their freshman or sophomore years. She suggested changing it to a 200-level course. Shimabukuro answered that there are different ways to structure Biology curriculum and they must cover a number of topics since they are a small department. She stated that Biology is a demanding program in which 60% of their students go on to graduate schools or the professional level. Ruth suggested that the Biology department consult further with the Chemistry and Physics faculty regarding these changes. Shimabukuro stated that she requested a meeting with the Chemistry department which was denied.

Ruth moved to table these changes until the Biology Department resolves these issues with Chemistry and Physics. Smedman seconded.

Pemle stated that if the course level change meets the approved curriculum criteria then two letters of disapproval should not stop action on these changes.

Motion to table failed with 6 opposed and 2 approvals.

The committee had no objection to the other minor changes.

Change course number of the following courses:

BIOL 302: Histology to, 320

BIOL 304: Biology of Women to, 300

BIOL 301: Developmental to, 365

### b. Major Changes:

Enz Finken moved. Lane seconded to approve the following New Courses:

BIOL 323: Human Anatomy (4 cr.)

BIOL 349: Human Physiology (4 cr.)

BIOL 372: Aquatic Biology (4 cr.)

Motion carried unanimously.



- c. Modification of the credit options for biology & related field electives:  
Ruth moved. Dunkirk seconded to approve the following:

Elective Area	Current	Proposed
Biology Electives	6	6-14
Related Field Electives	12	4-12
Total Credits	18	18

Motion carried unanimously.

- d. Decrease in the related field elective requirements for the Life Science teaching major:  
Schmidt moved. Lane seconded to approve the following:

Elective Area	Current	Proposed
Related Field Electives	8	6

Motion carried unanimously.

- e. Medical Technology Program Changes

Lane moved. Enz Finken seconded to approve these changes.

Motion carried unanimously.

- f. Cytotechnology program changes

Ruth moved. Lane seconded to approve these changes.

Motion carried unanimously.

- g. Biotechnology program changes

Enz Finken moved. Ruth seconded to approve these changes.

Chemistry 354 and Chemistry 355 should be 4 credits on proposal.

Motion carried unanimously.

Reed thanked the Biology department for a thorough proposal.

The committee agreed that the length of the agenda was too long and although these actions were needed to make the fall semester schedule, an attempt would be made keep the agenda at a reasonable length.

Meeting adjourned at 6:40 p.m.

Gloria Riopelle